

**Charlotte County  
Board of County Commissioners  
Community Action Agency Advisory Board(CAAAB)  
January 17, 2013 Meeting Minutes**

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**Members Present:**

Phillip Wickstrom, Paul Polk, Stephen R. Deutsch, Dee Rutko, Paul Froeschle, Kim Gaut

**Members Excused:**

Alleen Miller

**Members Absent:**

Peter Burnett, Michael Haymans, Eunice Wiley, Kathleen Nelson, Diane Corriveau

**Staff Present:**

Emily Lewis, Jessica Ralston, Vikki Carpenter and Althea Connor

**1. Welcome and Roll Call**

Emily Lewis called meeting to order at 3:05 pm. All present members and staff introduced themselves.

**2. Approval of October 2012 Meeting Minutes – *Vote Required***

Due to lack of Quorum, minutes will need to be voted on during the next meeting that will be held on April 18, 2013 at the Charlotte County Human Services Building located at 1050 Loveland Blvd., Port Charlotte, FL 33980.

**3. Election of Officers – *Vote Required***

Due to lack of Quorum, Election of Officers will need take place during the next meeting that will be held on April 18, 2013 at the Charlotte County Human Services Building located at 1050 Loveland Blvd., Port Charlotte, FL 33980.

**4. Member Absentee dismissal – *Consensus Required***

Kim Gaut recommends that the three(3) members that have been out of compliance with the By-Laws requirement, brought to the Board Of County Commissioners for dismissal due to absenteeism. Phil Wickstrom seconds the recommendation and the rest of the members present agree to have the Board of County Commissioners approve the request and excuse Peter Burnett, Eunice Wiley and Michael Haymans from the CAAAB.

**5. Calendar Changes for the Year**

All present members discussed options for potential revision to calendar. Members requests that Mrs. Lewis will send out a meeting wizard to select a few days that are better for the consensus of the members and board to meet in the future.

**6. Department Update**

Emily Lewis updates all members present on department. She states that there are a few major projects that the Human Services department is currently working on. The Budget for the next two years and the 10 Year Plan which we are working with the Homeless Coalition, Housing Department, Safety and Outreach. Mrs. Lewis states that the Human Services department is working with the United Way on a comprehensive needs assessment for Charlotte County which should show some survey results soon.

Emily informs members that the Children's Service Council and the Department of Juvenile Justice Council received a Grant for utilizing a survey for the 40 Developmental Assets of our area youth High School students. The Survey is targeted to help predict youth success in life.

Emily informs members present of the staffing changes within the department such as reclassification of our FSSP representative and reduction in our contract staff person due to the lack of funds available to support her wages.

Emily also informs all present that there may be a reduction in the LIHEAP and the CSBG funding but it will depend what the Federal Government decides. Emily informs that board that the department is currently out of funds for the rest of the contract year, which is the end of March 2013. She stated that we will be utilizing a different approach to ration out the funding for the upcoming contract so that our funding will last through the entire contract. The department has met and brainstormed to find the best way to make the funds stretch. To ensure we assist as many families in need that we can, we are going to change our LIHEAP Crisis Policy(Attachment A and B) to dictate only one(1) Crisis benefit for the contract year instead of having two(2). Ms. Lewis states that this should alleviate running short on funds through the month of March 2014.

The Charlotte County Human Services Family Self-Sufficiency report(Attachment C) was dispersed for review to see how the Program is functioning.

Ms. Carpenter states the Health Department is leading a Community Health Improvement Program(CHIP) which is a strategic plan building on improving the quality of life and wellness in Charlotte County.

Vikki updates the board with the information regarding a potential transit route from North Port area through Port Charlotte. She states that Metropolitan Planning Organization together with the joint Commissions between Sarasota County and Charlotte County are looking at the feasibility of doing a pilot fixed route from Sarasota to the Parkside District of Charlotte County. Commissioner Deutsch gave a little more detail regarding transit issue. He also noted that there will be potential locations for collector areas for the transit systems. Commissioner states that he does not think it will be a fixed route but more along the lines of a public transportation system that could work with our community.

Mrs. Connor discusses and reviews the Household Report as of 12/31/2012 together with the 2012-2013 CSBG Quarterly Report(Attachment D). Commissioner Stephen R. Deutsch questions the reasoning for the large gap on a few outcomes listed on the Household Report. Mrs. Lewis responds that since we are just getting started into the year, we will re-evaluate the goals and funds during a mid-year re-evaluation to ensure that the goals set are attained and achieved. Emily also states that modifications to the Grant may take place based on funds, participation and goals.

Emily informs the present members of the FY2012 LIHEAP modification(Attachment E). Mrs. Lewis states that the modification reflects a transfer of funds from the LIHEAP Crisis Program over to the LIHEAP Home Energy Program to diminish the overture that was spent.

**7. Roles and Responsibilities Training**

Due to lack of Quorum, and Officer Election that could not take place, the Roles and Responsibilities training will be held at the next meeting that will be held on April 18, 2013 at the Charlotte County Human Services Building located at 1050 Loveland Blvd., Port Charlotte, FL 33980.

**8. Public Comments – Limited to 3 Minutes Each**

None.

**9. Member's Comments**

**10. Adjournment**

Emily Lewis adjourns meeting at 4:10pm.

Respectfully Submitted,



Recording Secretary